

**EXECUTIVE SECRETARIAT**

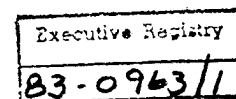
**Routing Slip**

*Memo  
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2	DDCI		✓ "		
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9	Chm/NIC				
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12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20	ES		✓ w/loatt		
21					
22					
SUSPENSE		26 MAY Date			

Remarks:

DJ Executive Secretary  
5/19/83  
Date



19 May 1983

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Director of Central Intelligence  
SUBJECT: Elimination of Inefficiency, Waste, and Abuse

I appreciated your report on elimination of inefficiency, waste, and abuse. There should be lots of other areas where similar efforts would pay off. It seems to me everyone around here travels whenever they please. Other agencies have achieved big savings by centralizing approval of travel commitments and expenditures. We saved \$60,000 or so, not to mention time in reading, by getting rid of Media Highlights. What efforts have been made to control expenditures on printing, film and other expensive publications products?

A large, stylized handwritten signature, likely of William J. Casey.

William J. Casey

